

# ARIZONA

## *Real Estate, Cemetery and Membership Camping Brokers and Salespersons*

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### *Candidate Information Bulletin*

For examinations on and after September 15, 2006

*Register online at  
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*Providing License Examinations for the State of Arizona*

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# Introduction

## **A message from ADRE**

The Arizona Department of Real Estate (ADRE), a government agency, is charged with enforcing the laws and rules governing the real estate profession in Arizona.

Thomson Prometric, formerly Experior Assessments, is an independent, professional examination company under contract with ADRE to develop and administer licensing examinations for salespersons and brokers in real estate, cemetery and membership camping sales.

Arizona is **not** reciprocal with any other state or country. An applicant for a real estate, cemetery or membership camping license in Arizona must meet the Arizona requirements in effect at the time of application **regardless** of the applicant's licensed status in another state.

## **At a glance**



Follow these main steps if you are interested in obtaining a license through ADRE.

### **To obtain your license**

- 1** Review this Bulletin thoroughly to:
  - determine any exams needed, experience and education required, and other license requirements
  - understand exam registration, expiration and rescheduling provisions
- 2** Contact Thomson Prometric to register and pay for your exam and to schedule an appointment to take it.

The easiest way to register is online at [www.prometric.com/arizona](http://www.prometric.com/arizona). Phone, fax and mail options are also available. (See Page 5)
- 3** Prepare for your exam, using this bulletin and other materials.
- 4** Take the scheduled exam, bringing required identification to the test center.

You will receive your results immediately after the exam. If you pass it, go on to step 5. If you do not pass, repeat steps 2 through 4 until you do. (For more information about taking your exam, see Page 8.)
- 5** Apply for your license through the ADRE.

Send the license application form and any other required information plus any fees to the ADRE within one year after you pass the exam. (For details, see Page 11.)



**Important** If you do not apply by 5 p.m. on the last business day of the one-year period, you will be required to take and pass the exam again before becoming eligible to apply for a license.



### **To get answers not provided in this bulletin**

Direct all questions and requests for information about exams to:

#### **Thomson Prometric**

Phone: 800.899.4091

Fax: 800.347.9242

TDD User: 800.790.3926

Visit our Web site at [www.prometric.com/arizona](http://www.prometric.com/arizona)

Direct applications and questions about applications for licensure to:

**Arizona Department of Real Estate**

2910 N 44th Street, Suite 140

Phoenix, AZ 85018

Phone: 602.468.1414

Fax: 602.955.6284

Visit the Department's Web site at [www.azre.gov](http://www.azre.gov)

## ***Understanding license requirements***

Pursuant to A.R.S. §32-2124, all applicants applying for an original license shall show evidence satisfactory to the Commissioner:

- Of the honesty, truthfulness, good character and competency of the applicant.
- That the applicant has not had a license denied within one year, or revoked within two years, immediately preceding the application date.
- That the applicant is at least 18 years of age when applying for a license.
- That a real estate license applicant has completed prelicensure education course(s) prescribed and approved by the Commissioner of at least 90 classroom hours and has passed the school's final examination.
- That the applicant for a broker's license has demonstrated at least three years of actual experience as a licensed broker or licensed salesperson during the five-year period immediately preceding the date of application.

An applicant must have passed the state examination within one year preceding the application for licensure. (§32-2125.01)

The real estate school you attend will play a short DVD for you from the Arizona Real Estate Commissioner, Elaine Richardson, about the good character required to hold a real estate license. If you decide after watching the DVD that you do not wish to continue pursuing real estate as a profession, the school will refund your paid tuition if you notify them during or immediately after your first class session.

Depending on the answers you provide on the Licensure Questionnaire on Page 27, you may also be required to submit a signed statement providing details, certified copies of documents relating to any disclosure(s), and additional information and documents. Review the instructions on Form LI-400 on Page 16 to determine what documentation you will be required to furnish.



**Note** Issuance of a license depends on review and approval of all license application material. Passing an exam does not guarantee that you will be issued a license.

### ***Licensed experience required of all broker applicants***

You must have at least three years licensed experience as a salesperson or broker within the preceding five-year period to apply for a broker's license.

If your licensed experience was acquired in Arizona, the ADRE will automatically calculate your experience when you submit the Experience Verification Form(s); a separate request is not necessary. If your experience was acquired in a state other than Arizona, you must obtain a certified license history from each state in which you held a salesperson or broker's license during the past five years. If your prior experience did not require licensure, see "Waivers" on Page 3.

## EDUCATION REQUIRED OF REAL ESTATE APPLICANTS

To substantiate that you meet the experience requirement for a broker's license, each broker who employed you during the last three to five years must complete and sign a Broker Candidate Experience Verification Form (Experience Verification, form #LI-226) on Page 25. The form is also available at ADRE's Web site at [www.azre.gov](http://www.azre.gov). Make as many copies of this form as needed and submit one form for each broker. If you were licensed as the designated broker or employing broker, complete and sign the form yourself for the applicable period.

The ADRE will review and determine a "valid through" date, and return the authenticated Experience Verification Form(s) to you to take to the examination. You will also need these forms to apply for the license.

If you do not apply for a broker's license on or before the "valid through" date, you must resubmit the original Experience Verification Form(s) to ADRE and have them updated. If your licensed experience was acquired during the first three years of the preceding five-year period and you are not currently actively licensed and working in real estate, a delay in applying for a license could place your experience outside the five-year window and render some of your licensed experience not applicable toward the licensed experience requirement.

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### **Education required of real estate applicants**

You must complete a minimum of 90 classroom hours of salesperson or broker precursure education, as applicable, at a school approved by ADRE and pass both the school and state examinations to apply for an Arizona real estate license. You may request that ADRE accept out-of-state real estate precursure education. See "Waivers" on page 3.

#### **Acceptable classes**

The courses for a real estate salesperson's license are commonly known as Real Estate Principles and Real Estate Practices or Real Estate Principles I and II. Both are required. The courses eligible for credit for a real estate broker's license are any two of the following four classes: Real Estate Law, Real Estate Finance, Real Estate Appraisal and Real Estate Office Management.



**Note** Arizona law requires precursure education hours to be **classroom hours**. For this reason, correspondence, Internet and distance learning courses are **not** accepted for precursure education credit.

#### **Education certificate from an ADRE-approved school**

After you complete the course and pass the school examination, the school will provide you with a Precursure Education Certificate verifying that you have met the precursure education requirement. Contact Thomson Prometric to schedule an appointment to take the state examination. Take the Precursure Education Certificate with you to the examination. You will also need this form to apply for the license.

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### **Waivers**

Waivers are granted at the discretion of the Commissioner. Possible types of waivers are outlined below.

Information is processed on a first-come, first-served basis according to the date the request is received. To expedite processing and review, be sure to fill in all pertinent blanks, sign the form and include required documentation. Allow three weeks for review. If your request for waiver is denied, you must complete the required education or acquire the licensed experience necessary before applying for a license.

## UNDERSTANDING LICENSE REQUIREMENTS

Refer to the Request for Waiver, form ED-110-S (Salesperson) or ED-110-B (Broker) for the specific type of documentation required based upon the type of waiver requested. Send completed forms and documentation to:

**Arizona Department of Real Estate**  
**Attn: Licensing & Professional Education**  
2910 N 44th Street, Suite 140  
Phoenix, AZ 85018

### Arizona-specific course requirement

If granted an education waiver based on education in another state, you must still complete a **minimum** of 27 hours of an Arizona-specific course at an ADRE-approved school and pass the school's final examination to be certified to take the state license exam. You may be required to take more than 27 hours to meet the minimum total of 90 hours required under A.R.S. §32-2124. The ADRE will issue you a Prelicensure Education Certificate to document any prelicensure education waived.

### Education and licensure in another state

If you have a current real estate license in another state and education that you believe is **equivalent** to some or all of the prelicensure education requirement for an Arizona real estate license, you may submit the appropriate Request for Waiver with supporting documentation. Supporting documentation includes:

- 1** Original evidence from the real estate school you attended showing:
  - your completion of each real estate course you are claiming for credit, including beginning and ending dates of each;
  - the number of classroom hours and/or credit hours awarded per course;
  - confirmation that you attended and passed the final course examination(s); and
- 2** A current certified license history from the regulatory/licensing agency in each state in which you are currently licensed and from any state in which you were licensed in the past five years. To be considered current, the license history must have been issued within 90 days before you submit it to the ADRE.

### Education from a college or university

If you took Acceptable classes (see list on page 3) at a community college or university, you may submit a Request for Waiver with an original college transcript (photocopies are not acceptable). The transcript must list the course name(s) and indicate that you received a grade of "C" or better and that each course was at least three semester credit hours or four quarter credit hours. The ADRE may require you to submit a syllabus of the course(s) for review.

### Prior licensed experience for broker applicants

If you have performed salesperson or broker activities (as defined in A.R.S. §32-2101) for three or more of the last five years but were not required to be licensed, you may be eligible for a waiver of the three-year licensed experience requirement. You may submit a Request for Waiver (form ED-110B) with your detailed letter or resume describing your experience. Include your employer's name, your position title, dates you were in the position, duties performed, your work location and the name and phone number of an individual for each employer that ADRE can contact for verification. State the reason a license was not required and if citing a statutory exemption to licensure, provide a copy.

## Examinations

The Arizona real estate examination has two parts: National and Arizona-specific. Under certain conditions, you may request a waiver of the National portion of the examination. A waiver of the Arizona-specific portion of the examination **cannot** and **will not** be granted.

To be eligible for a waiver of the **National** portion of the Arizona salesperson or broker's examination, you must have passed a real estate salesperson or broker's examination that is deemed to be substantially similar to Arizona's examination within the last five years, then obtained a license and currently be licensed in another state. Submit an official score report from the testing provider and certified copy of a current license history (issued within preceding 90 days) to ADRE.



**Note** States that were known to **not** have an examination substantially similar to Arizona's at the time this Bulletin was published include CA, FL, MS, NC, OK, OR, WV, and Guam. This list is subject to change without notice.

## Registering and scheduling your exam appointment

You are encouraged to register and schedule at one time using Thomson Prometric's Internet registration and scheduling system. Registration and scheduling is also available by phone. If you prefer, you can register by fax or by mail, but be aware that is a two-step process. Schedule your exam early to get your preferred site and time.



**Hint** Register and schedule your exam online in just one easy step.

**Holidays.** Testing does generally not occur on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additional state holidays may be observed in the state where you schedule your exam appointment.

**Accommodations.** If you require ADA accommodation, see "Special test considerations" on Page 7 before registering.

### On the Internet—a one-step process

Register and schedule your exam online at any time using our Internet Registration Service. Just follow these steps.



#### To register and schedule an exam online

- 1 Access [www.prometric.com/arizona](http://www.prometric.com/arizona) and click **For Test Takers**.
- 2 Click on the link under **Real Estate**.
- 3 Click **Online Registration and Scheduling** and follow the prompts.

**By phone—a one-step process**

You may register and schedule your examination by calling 800.899.4091 between 6 a.m. and 7 p.m. (Mountain Time), Monday through Friday. Please have your exam registration form and your Visa or MasterCard information available. At the end of the call, you will be given a number confirming your appointment. Record and keep this confirmation number for your records.

**By fax or mail—a two-step process**

You can register by fax or mail in two steps: (1) register and pay your exam fee and (2) schedule your exam appointment by phone.

You may fax your completed exam registration form (Page 29) to Thomson Prometric at 800.347.9242. You must include the Visa or MasterCard number and the cardholder's signature on the fax.

You may mail your completed exam registration form (Page 29) and the appropriate exam fee. When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, company check, cashier's check or money order. **Personal checks and cash are not accepted.**

Faxed registrations are processed within 24 hours, or one business day, of receipt. Assume four to eight days for delivery of mailed registrations and then 48 hours for processing. Once your registration has been processed, you can schedule an appointment by calling 800.899.4091. Please record and retain the number confirming your appointment.



**Note** Exam fees are valid for 90 days from receipt at Thomson Prometric. **Fees are not refundable or transferable.**

**Rescheduling your appointment**

To avoid a rescheduling fee, you must contact Thomson Prometric at least **three full business days** before the day of your scheduled appointment. **Before you reschedule your exam**, refer to the following table to determine the **last day** you may reschedule without paying another full exam fee.

**Last day to reschedule with no fee**

If your exam is on:	Call by 7 p.m. (Mountain time) the previous:
Monday	Tuesday
Tuesday	Wednesday
Wednesday	Thursday
Thursday	Friday
Friday	Monday

Note that this schedule **does not** include holidays. Since holidays are not business days, they do not count against the three days (call earlier).

If you do not allow at least three full business days to reschedule your appointment, your exam fee will be forfeited and you will need to pay another full exam fee and schedule another exam appointment.

**If absent or late for your appointment**

If you miss your appointment or arrive late and are not allowed to test, your exam fee will be forfeited and you will need to pay another full exam fee and schedule another exam appointment.

If you are unable to attend your scheduled exam due to illness or emergency, call Thomson Prometric. Under certain circumstances, the fee to reschedule may be



waived. Thomson Prometric reserves the right to request documentation to support any illness or emergency.

### Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Thomson Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Thomson Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a testing center is open for testing and you choose not to appear for your appointment, your exam fee will be forfeited and you will need to pay another full exam fee and schedule another exam appointment.

### Special test considerations

**ADA accommodation.** If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Thomson Prometric at 888.226.9406 to obtain an accommodation request form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the Americans with Disabilities Act an opportunity to demonstrate their skills and knowledge.

Candidates should submit professional documentation of the disability with their form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note to those for whom English is a second language: a language barrier is not considered a disability.

## Testing centers

### Arizona

Test center locations are subject to change. Test center locations in surrounding states are available online at [www.prometric.com](http://www.prometric.com) or by calling 800.853.5448.

Arizona Test Sites	Directions
<b>Casa Grande</b> 520 N Camino Mercado Boulevard, Suite 2E Casa Grande, AZ 85222 520.836.2238	From I-10: Take exit 194 and go west. Take the first left into the Palm Center Complex.
<b>Flagstaff</b> 2615 North Fourth Street, Suite 8 Flagstaff, AZ 86004 928.774.0382	From I-40: Take exit 201 (Country Club). Follow the exit ramp on the overpass and go west to Fourth Street. Take a right. The testing center is on the left.
<b>Goodyear</b> 13770 West Van Buren Street, Suite 100 Goodyear, AZ 85338 623.932.7800	From I-10: Take Litchfield Road exit 128 and go south. Travel to Van Buren Street, which is the first cross street, and turn left. Turn left again into the fourth driveway.
<b>Phoenix</b> 301 East Bethany Home Road, Suite B-130 Phoenix, AZ 85012 602.277.2302	From I-17: Exit at Bethany Home Road and go east. Continue straight, past Central Avenue. Take a right into the 301 Complex. The testing center is on the left side.
<b>Tempe</b> 4920 S Wendler Drive, Suite 110 Tempe, AZ 85282 602.438.7129	From I-10: Travel to W. Baseline Road (exit 155). Turn west onto W. Baseline Road, then right onto S Wendler Drive. The testing center is on the left side.

<b>Tucson</b> 5255 East Williams Circle Suite 4100 Fourth Floor Tucson, AZ 85711 520.514.6399	From I-10 eastbound: Take the W. Congress Street / E. Broadway Boulevard downtown exit. Take a left onto Broadway Boulevard. Go through downtown on Broadway Boulevard until the stoplight at Williams Boulevard (the second stoplight after Swan Road). Turn right at Williams Boulevard. Immediately turn right onto Williams Circle. From I-10 westbound: Exit at Alvernon Way and go north. Alvernon Way becomes Golf Links Road. Turn left onto Swan Road. Continue to E. Broadway Boulevard and turn right. Turn right at Williams Boulevard. Immediately turn right onto Williams Circle. Use the west elevators in the building.
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## Preparing for your exam

Planned preparation increases your likelihood of passing your exam. Use the following suggestions to help you prepare:

- Use the correct edition of the Bulletin.
- Select study materials that cover all the topics in the content outline.
- Maximize the effectiveness of your exam preparation. Study frequently and for periods of about 45 to 60 minutes in length.

### Study materials

The exam content outlines in this Bulletin are the basis for the exams. The content outlines are updated periodically, and outdated study materials may not be consistent with them. Where such discrepancies exist, the outlines take precedence.

**Make sure your study materials cover the topics in the outlines.**

Successful completion of the examination depends upon a thorough understanding of state and federal law and accepted principles and practices of the real estate profession. Answers to exam questions are based on information found in one or more of the references listed in the content outlines section. This does not imply that you must own all of these books or that they are the only references that you might find valuable as study material. Neither the ADRE nor Thomson Prometric reviews or approves any study materials.



**Hint** Do not schedule your exam until you are familiar with all subject areas in the applicable content outline.

## Taking your exam

Your exam will be given by computer at a Thomson Prometric testing center. You do not need any computer experience or typing skill to take your exam. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

**Arrival.** You should arrive at least **15 minutes before** your scheduled exam appointment. This allows time for you to sign in and for staff to verify your identification and supporting materials.

**Documentation required.** At the testing center, you must present your:

- Prelicensure education certificate;
- Experience Verification Form(s), if applicable; and
- A valid form of identification that **must**:
  - Be government-issued (e.g., driver's license, state-issued identification card or military identification card).
  - Contain both a current photo and your signature (if not you must present two identification cards: one with your photo and one with your signature).
  - Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



**Important** Failure to provide appropriate identification at the time of the exam is considered a missed appointment.

If you cannot provide the identification listed above, contact Thomson Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

## Testing regulations

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each testing center. Failure to follow any of these security procedures may result in the disqualification of your examination. Thomson Prometric reserves the right to audiotape and videotape any examination session. All of the examinations are **closed book**.

### References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

### Calculators

- A calculator or slide rule is allowed. Only silent, handheld, solar or battery-operated, nonprogrammable calculators (without paper tape-printing capabilities or alphabetic keypads) may be used. Calculators will be available at the test center.

### Personal items

Thomson Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:

- Electronic equipment—cameras, tape recorders, cell phones, PDAs, pagers, etc.—is not permitted in the testing room and must be powered off while stored in a locker.
- Pocket items—keys, wallet, etc.—must remain in your pocket or be stored in a locker during testing.
- Other personal items—digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), briefcases, purses, etc.—are not permitted in the testing room.

### Breaks

- If you leave the testing room while an exam is in progress, you must sign out/in on the roster and you will lose exam time.
- You are not allowed to use any electronic devices or phones during breaks.

### Visitors

- No guests, visitors or family members are allowed at the testing center.

### Misconduct or disruptive behavior

- Candidates who engage in any kind of misconduct or disruptive or offensive behavior may be dismissed from the examination. Examples are: giving or receiving help, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

**Weapons**

- Weapons are not allowed at the testing center.

**Copyrighted questions.** All test questions are the copyrighted property of Thomson Prometric. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

**If questions arise.** Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

If you would like to formally appeal your score, you must follow the process outlined in the "Appeals process" section on Page 10.

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**Your exam results**

At the end of your exam, your score will be shown on the screen and you will receive a printed score report. Examination results are confidential and will be revealed only to the applicant and ADRE.

If you did not pass the examination, the report will indicate your overall score and numerical percentage of questions answered correctly on each major section of the exam. These section scores are shown to guide you and your trainer about areas requiring additional preparation before retesting. (This detail is not shown if you pass the examination.)

**Duplicate score report.** You may call or write to Thomson Prometric up to five years after the completion of the examination to request a duplicate of your report. There is a \$10 charge for this optional service if the examination was taken less than one year before the request. After one year, the duplicate score report cost is \$25. Duplicate score reports can be requested by calling 800.899.4091 or by using the Examination Registration Form.

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**Examination retakes**

If you have allowed your examination registration to expire, or were unsuccessful in your exam attempt, you may re-register and schedule your exam by phone, fax or mail (see "Registering and scheduling your exam appointment" on Page 5). Another exam fee is required.

If you pass only part of the exam, you have up to one year to pass the other part of the examination and apply for a license. If you do not do so within one year, you will be required to retest. (A Broker candidate's eligibility to retest is also subject to the "valid through" date – see "Licensed experience required of all broker applicants" on Page 2.)



**Note** There is no limit to the number of times you may take the examinations, however, it is recommended that you spend some time studying between attempts.

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**Appeals process**

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Our personnel will review your comments, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing.

Your appeal letter must provide your name and ID number (usually your Social Security number), the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

**Thomson Prometric**  
**ATTN: Appeals Committee**  
1260 Energy Lane  
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals will not be accepted** because an original signature is required.

## ***Obtaining your license***

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As you pass each portion of the State examination, you will be issued a passing score report. Upon passing both parts, a third score report, which is your **application for licensure**, will be issued at the test site. Follow the instructions on the application to apply for a license. Additional instructions for specific license applicants are noted below.

### **Salesperson's license applicant**

You must apply for a license within one year of passing the examination. If you do not make application by 5 p.m. on the last business day of the one-year period, you will be required to take and pass the state examination again before becoming eligible to apply for a license.

### **Broker's license applicant**

You must apply for a license within one year after passing the state examination, or prior to expiration of the "valid through" date on your broker verification, whichever is earlier. If you do not apply by 5 p.m. on the last business day of the applicable period, you may no longer meet the licensed experience requirement. If that occurs, at a minimum you will be required to take and pass the state examination again before being eligible to apply for a license. Your experience may have to be verified again.

### **Applicants previously licensed in Arizona**

If you were previously licensed in Arizona and that license expired and was not renewed within one year of expiration, you must begin again as an original applicant. If your prior education was taken within the preceding 10 years, you may request certification of prior education based on previous Arizona licensure (see "Waivers" on Page 3).

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### ***Arizona real estate statutes and Department rules***

Each licensed salesperson and broker in Arizona, whether active or inactive, must have available a current copy of the Department's statutes and rules. The Arizona Real Estate Law Book, published by ADRE, contains the required material. It may be purchased at the ADRE office in Phoenix or Tucson, or by mail. The Law Book is also available online at ADRE's Web site, [www.azre.gov](http://www.azre.gov).

## Examination overview

Item-development staff at Thomson Prometric and industry professionals research the exam content and write questions. The questions are then submitted to industry professionals in Arizona for review and approval.

Examinations given by Thomson Prometric include:

Exam	# of Questions	Length of Exam
Real estate broker - National	80	120 minutes
Real estate broker - State-Specific	60	90 minutes
Real estate salesperson - National	80	120 minutes
Real estate salesperson - State-Specific	60	90 minutes
Cemetery salesperson*	30	
Cemetery broker*	30	
Membership camping salesperson*	30	
Membership camping broker*	40	

\*No prelicensure education is required for these licenses and content information is not included in the bulletin.

## Exam content outlines

The following outlines are the basis of the real estate salesperson and broker exams. Each exam will contain questions about the subjects in its outline.

The percentages indicate the relative weight assigned to each section of the exam. For example, if a section has

10 percent assigned, 6 questions will be drawn from it on a 60-question exam, 10 on a 100-question exam, and 15 on a 150-question exam.

You will need a minimum of 75% to pass each exam.

### AZ Real Estate Salesperson National Exam Content Outline

**80 questions—2-hour limit**

#### I. Business Practice and Ethics - 21%

- A. Professional Ethics
  - 1. Responsibility to the Public
  - 2. Unlawful Practice of Law
- B. Federal Requirements for Real Estate
  - 1. Fair Housing and Anti-Discrimination
  - 2. Violations of Sherman Antitrust Act
  - 3. Advertising
  - 4. RESPA
  - 5. Telemarketing Laws
- C. Risk Reduction
- D. Trust Accounts

#### II. Agency - 15%

- A. Principles of Agency
  - 1. Creating Agency
  - 2. Liabilities
  - 3. Types and Functions of Agency
  - 4. Roles and Responsibilities of Licensee
  - 5. Terminating Agency
- B. Listing Procedures
  - 1. Disclosing Agency Relationships
  - 2. Evaluating Property
  - 3. Disclosing of Property Conditions
  - 4. Fraud and Misrepresentations
- C. Listing Agreement
  - 1. Legal Requirements
  - 2. Fiduciary Duties and Representations
  - 3. Terminating Listing
  - 4. Types of Listings

- D. Buyer Representation
  - 1. Disclosing Agency Relationships
  - 2. Evaluating Property
  - 3. Disclosing Property Conditions
  - 4. Fraud and Misrepresentation

#### III. Property - 17%

- A. Characteristics of Property
  - 1. Legal Description of Property
  - 2. Interpreting Physical and Economic Characteristics of Property
  - 3. Real and Personal Property
- B. Ownership and Estates in Land
  - 1. Title
  - 2. Types of Ownership
  - 3. Types of Estates
- C. Government Restrictions
  - 1. Governmental Powers (Police, Eminent Domain, Escheat, Taxation)
  - 2. Environmental Regulations and Disclosures
  - 3. Water Rights
- D. Private Restrictions
  - 1. Voluntary and Involuntary Liens
  - 2. Covenants, Conditions and Restrictions
  - 3. Other Encumbrances

#### IV. Property Valuation and the Appraisal Process - 6%

- A. Principles of Valuation
  - 1. Value, Price and Cost
  - 2. Characteristics of Property That Affect Value
  - 3. Principles of Value
- B. Determining Value
  - 1. Direct Sales Comparison (Market Data) Approach

2. Cost Approach
3. Income Approach
- C. Appraisal
  1. Purpose and Use of Appraisal
  2. Role of Appraiser
  3. Role of Licensee in Property Valuation

**V. Real Estate Sales Contracts - 17%**

- A. Purpose, Scope, and Elements of Real Estate Sales Contracts
- B. Offers and Counteroffers
  1. Purpose of Offer and Counteroffer
  2. Valid Methods of Communicating Offers
- C. Earnest Money
- D. Completion, Termination, Breach

**VI. Financing - 9%**

- A. Essentials of Financing
  1. Mortgages, Deeds of Trust, and Their Provisions
- B. Lender Qualification Process
  1. Pre-qualifying Considerations
  2. Loan Repayment
- C. Types of Financing
  1. Loan Programs, Their Benefits and Requirements
  2. Financing Methods
- D. Foreclosure and Alternatives
- E. Pertinent Laws and Regulations
  1. Truth-in-Lending Act/Regulation Z
  2. Equal Credit Opportunity Act
  3. Fair Credit Reporting Act

**VII. Closing/Settlement and Transferring Title - 5%**

- A. Settlement Statement and Other Critical Documents
- B. Closing/Settlement
  1. Purpose of Closing/Settlement
  2. Legal Requirements
- C. Transferring Title
  1. Methods of Transfer (Includes Deeds)
  2. Recording Title
- D. Title Insurance
  1. Purpose and Scope of Title Insurance
  2. Essentials of Title Insurance

**VIII. Property Management - 5%**

- A. Leases
- B. Property Manager and Owner Relationships
- C. Income Property Concepts
- D. Trust Accounts

**References**

1. *Agency Relationships in Real Estate*, Second Edition, 1994, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
2. *Doing the Right Thing: A Real Estate Practitioner's Guide to Ethical Decision Making*, Third Edition, 2001, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com.
3. *Mastering Real Estate Math, Seventh Edition*, 2002, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.

4. *Modern Real Estate Practice, Sixteenth Edition*, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
5. *Real Estate Ethics, Good Ethics = Good Business, Third Edition*, 1995, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
6. *Real Estate Law*, Fifth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
7. *Real Estate Principles*, Ninth Edition, 2003, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, ecatalog.thomsonlearning.com
8. *The Essentials of Real Estate Finance*, Tenth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.
9. *The Essentials of Practical Real Estate Law*, Third Edition, 2004, Thomson Delmar Learning, P.O. Box 6904, Florence, KY 41022, www.delmarlearning.com.
10. *The Language of Real Estate*, Fifth Edition, 2000, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, www.dearbornRE.com.

**AZ Real Estate Broker  
National Exam Content Outline**

**80 questions—2-hour limit**

**I. Business Practice and Ethics - 23%**

- A. Professional Ethics
  1. Responsibility to the Public
  2. Unlawful Practice of Law
- B. Federal Requirements for Real Estate
  1. Fair Housing and Anti-Discrimination
  2. Violations of Sherman Antitrust Act
  3. Advertising
  4. RESPA
  5. Telemarketing Laws
- C. Risk Reduction
- D. Trust Accounts

**II. Agency - 13%**

- A. Principles of Agency
  1. Creating Agency
  2. Liabilities
  3. Types and Functions of Agency
  4. Roles and Responsibilities of License
  5. Terminating Agency
- B. Listing Procedures
  1. Disclosing Agency Relationships
  2. Evaluating Property
  3. Disclosing of Property Conditions
  4. Fraud and Misrepresentations
- C. Listing Agreement
  1. Legal Requirements
  2. Fiduciary Duties and Representations
  3. Terminating Listing
  4. Types of Listings



## EXAM CONTENT OUTLINES

- D. Buyer Representation
  - 1. Disclosing Agency Relationships
  - 2. Evaluating Property
  - 3. Disclosing Property Conditions
  - 4. Fraud and Misrepresentation

### III. Property - 17%

- A. Characteristics of Property
  - 1. Legal Description of Property
  - 2. Interpreting Physical and Economic Characteristics of Property
  - 3. Real and Personal Property
- B. Ownership and Estates in Land
  - 1. Title
  - 2. Types of Ownership
  - 3. Types of Estates
- C. Government Restrictions
  - 1. Governmental Powers (Police, Eminent Domain, Escheat, Taxation)
  - 2. Environmental Regulations and Disclosures
  - 3. Water Rights
- D. Private Restrictions
  - 1. Voluntary and Involuntary Liens
  - 2. Covenants, Conditions and Restrictions
  - 3. Other Encumbrances

### IV. Property Valuation and the Appraisal Process - 6%

- A. Principles of Valuation
  - 1. Value, Price and Cost
  - 2. Characteristics of Property That Affect Value
  - 3. Principles of Value
- B. Determining Value
  - 1. Direct Sales Comparison (Market Data) Approach
  - 2. Cost Approach
  - 3. Income Approach
- C. Appraisal
  - 1. Purpose and Use of Appraisal
  - 2. Role of Appraiser
  - 3. Role of Licensee in Property Valuation

### V. Real Estate Sales Contracts - 17%

- A. Purpose, Scope, and Elements of Real Estate Sales Contracts
- B. Offers and Counteroffers
  - 1. Purpose of Offer and Counteroffer
  - 2. Valid Methods of Communicating Offers
- C. Earnest Money
- D. Completion, Termination, Breach

### VI. Financing - 9%

- A. Essentials of Financing
  - 1. Mortgages, Deeds of Trust, and Their Provisions
- B. Lender Qualification Process
  - 1. Pre-qualifying Considerations
  - 2. Loan Repayment
- C. Types of Financing
  - 1. Loan Programs, Their Benefits and Requirements
  - 2. Financing Methods
- D. Foreclosure and Alternatives
- E. Pertinent Laws and Regulations
  - 1. Truth-in-Lending Act/Regulation Z
  - 2. Equal Credit Opportunity Act
  - 3. Fair Credit Reporting Act

### VII. Closing/Settlement and Transferring Title - 10%

- A. Settlement Statement and Other Critical Documents
- B. Closing/Settlement
  - 1. Purpose of Closing/Settlement
  - 2. Legal Requirements
- C. Transferring Title
  - 1. Methods of Transfer (Includes Deeds)
  - 2. Recording Title
- D. Title Insurance
  - 1. Purpose and Scope of Title Insurance
  - 2. Essentials of Title Insurance

### VIII. Property Management - 5%

- A. Leases
- B. Property Manager and Owner Relationships
- C. Income Property Concepts
- D. Trust Accounts

### References

1. *Agency Relationships in Real Estate*, Second Edition, 1994, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
2. *Doing the Right Thing: A Real Estate Practitioner's Guide to Ethical Decision Making*, Third Edition, 2001, South-Western Educational Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, [ecatalog.thomsonlearning.com](http://ecatalog.thomsonlearning.com).
3. *Mastering Real Estate Math*, Seventh Edition, 2002, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
4. *Modern Real Estate Practice*, Sixteenth Edition, 2003, Dearborn Financial Publishing, 30 South Wacker Drive, 25th Floor, Chicago, IL 60606-1719, [www.dearbornRE.com](http://www.dearbornRE.com).
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**AZ Real Estate Salesperson Broker State-Specific  
Exam Content Outline**

**60 questions—1.5-hour limit**

**I. Ownership/Transfer - 30%**

- A. Legal Descriptions
- B. Deeds
- C. Liens and Judgments
- D. Title/Recordation
- E. Community Property
- F. Homestead Exemptions
- G. Subdivided and Un-subdivided Lands
- H. Common Interest Ownerships
  - 1. Time-shares
  - 2. Homeowner's Associations
- I. Water Rights
- J. Environmental Hazards and Regulations

**II. Licensing - 10%**

- A. Activities Requiring a License
- B. Issuance, Renewal, Revocation, and Suspension Procedures
- C. General Licensing Requirements and Recovery Fund
- D. Powers and Duties of the Real Estate Commissioner

**III. Activities of Licensees - 35%**

- A. Employment Contracts

- B. Advertising
- C. Offers
- D. Purchase Contracts
- E. Disclosures
- F. Handling of Funds
- G. Record Keeping and Documentation
- H. Agencies
- I. License Violations and Penalties
- J. Broker-Salesperson Relationships
- K. Compensation/Commissions

**IV. Finance/Settlement - 20%**

- A. Instruments
- B. Settlement Procedures
- C. Property Taxation
- D. Foreclosure and Forfeiture

**V. Leasing and Property Management - 5%**

- A. Arizona Residential Landlord and Tenant Act
- B. Property Management

**References**

1. *Arizona Real Estate Law Book*, 2005-2006 Edition, Arizona Department of Real Estate, 2910 North 44th Street, Suite 100, Phoenix, AZ 85018, [www.azre.gov](http://www.azre.gov).
2. *Arizona Revised Statutes, Title 11-3 & 8, Title 12-9, Title 14-3 & 10, Title 25-2, Title 33, Title 42-1, and Title 49-1*, 2006, <http://www.azleg.state.az.us/>.

## ***License application and forms***

This section provides printable copies of various forms and information that may be needed or helpful for completing them. It contains the following:

- Document Checklist Form LI-400
- Request for Waiver – Salesperson Form.
- Request for Waiver – Broker Form.
- Broker Candidates Experience Verification Instructions and Checklist.
- Broker Candidates Experience Verification Form LI-226.
- Questions and Certification of Answers Form LI-214.
- Examination registration form.



## ARIZONA DEPARTMENT OF REAL ESTATE

2910 N 44<sup>th</sup> St, Ste 140, Phoenix, AZ 85018  
(602) 468-1414 FAX (602) 955-6284

400 W Congress, Ste 523, Tucson, AZ 85701  
(520) 628-6940 FAX (520) 628-6941

[www.azre.gov](http://www.azre.gov)

Persons with disabilities who need this document in an alternative format should contact Business Services  
At 602.468.1414, ext. 101, or [IADA@re.state.az.us](mailto:IADA@re.state.az.us) to make their needs known.

### DOCUMENT CHECKLIST (Form LI-400)

#### For Original Applicants, Renewal and Reinstatement Applicants and Licensees Making A Disclosure Under A.A.C. R4-28-301

The Arizona Department of Real Estate ("Department") requires additional information concerning your disclosure and your qualifications for licensure or continued licensure. **To complete your application or disclosure, the information and documents identified below are required:**

1. A written detailed statement from you, signed and dated, providing an account of the incident(s) that you are disclosing. Please give details of the outcome; time served, if applicable; date and location of each incident; and the name and location of court.
2. Three current signed and dated letters of character reference from individuals, 18 years or older, not related to you by blood or marriage, who have known you for at least one year. The letters must include the reference's telephone number.
3. A 10-year work history, showing employer's name and address, supervisor's name and telephone number, dates of employment, position held, and job description. Include any periods of unemployment.
4. A set of fingerprint exemplars (on a Department-issued fingerprint card) and the fingerprint-processing fee (currently \$29). A.R.S. § 32-2108.01

**For criminal offenses, in addition to items #1-4 above provide a certified copy of the following, as applicable:**

From the arresting agency: a CERTIFIED copy of the police report (officer's narrative).

From the court: CERTIFIED copies of:

- |                                                   |                                               |                                                                  |
|---------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Complaint and Indictment | <input type="checkbox"/> Presentence Report   | <input type="checkbox"/> Order of or Dismissal from Probation    |
| <input type="checkbox"/> Information              | <input type="checkbox"/> Judgment             | <input type="checkbox"/> Order Restoring Civil Rights, Expunging |
| <input type="checkbox"/> Plea Agreement           | <input type="checkbox"/> Sentencing Documents | <input type="checkbox"/> or Dismissing Conviction                |

**For disclosures of civil judgments, including any recovery fund payment, in addition to items # 1-4 above provide a certified copy of the following, as applicable:**

- |                                    |                                            |                                   |                                                   |
|------------------------------------|--------------------------------------------|-----------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Amended Complaint | <input type="checkbox"/> Judgment | <input type="checkbox"/> Satisfaction of Judgment |
|------------------------------------|--------------------------------------------|-----------------------------------|---------------------------------------------------|

**For disclosures relating to denial, restriction, or disciplinary action against a professional license, provide a certified copy of the following, in addition to items # 1-4:**

- |                                                                |                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Notice of Hearing & Complaint         | <input type="checkbox"/> A current certified license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, it must have been issued within 90 days of your filing it with the Department. |
| <input type="checkbox"/> Answer                                |                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Findings of Fact & Conclusions of Law |                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Final Order / Administrative Ruling   |                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> Consent or Settlement Agreement       |                                                                                                                                                                                                                                                                                                                            |

You may provide any other documentation that you believe demonstrates your qualifications for licensure.

**NOTE:** If you attempt to obtain the required documents from a law enforcement agency or court and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency or court. Do NOT detach or unstaple certified documents; documents must be in original order received.

Please do not contact the Department until the above items have been submitted and reviewed. The Department has specific time periods in which to review applications for completeness and to determine whether the applicant meets the qualifications for licensure. See A.A.C. R4-28-103 and Table 1.



**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

2910 N. 44 St., Ste 140

Phoenix, AZ 85018

Telephone 602-468-1414 / Facsimile 602-468-0562

400 W. Congress, Ste 523

Tucson, AZ 85701

Telephone 520-628-6940 / Facsimile 520-628-6941

**REQUEST FOR WAIVER -- SALESPERSON**

REAL ESTATE PRELICENSE EDUCATION OR NATIONAL LICENSE EXAMINATION

Form No. ED-110-S

**INSTRUCTIONS FOR USING THIS FORM**

To request a waiver of the pre-license education for real estate salesperson's license or the national portion of the Real Estate Salesperson's License Examination, complete and submit this form. **Supporting documentation is required**, as identified in the instructions, depending upon your request.

The Arizona Department of Real Estate ("Department") accepts live, pre-licensure education courses only, and does not accept continuing education courses for pre-license course credit.

Fill in the information requested below and check the applicable box for the type of waiver requested. Provide the documentation listed for the type of waiver(s) requested and **sign** and date the form.

If you cannot provide the specified documentation to substantiate your request, do not submit this request as a waiver cannot and will not be granted. **Requests are processed in first-come, first-served order. Please allow approximately 3 weeks for processing.** If more than 3 weeks has passed since you filed this completed Request form with the Department and you have not been contacted concerning your request, call 602-468-1414, ext. 340.

**CANDIDATE INFORMATION**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Street/Mail Address \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Alternate Phone/Email: \_\_\_\_\_

By my signature above I am indicating that my representations herein are true. I understand that if my request is denied, I must meet the statutory requirements for the license desired. I have attached the documentation indicated for the waiver requested: (check all that apply)

1. ☐ Education Waiver (based on current licensure)      2. ☐ Education Waiver (based on Equivalent Education)  
3. ☐ Examination Waiver (national portion)

**[Candidates DO NOT WRITE on page 1 below this line]**

- |                                  |                                 |                        |
|----------------------------------|---------------------------------|------------------------|
| 1. Education Waiver (licensure)  | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 2. Education Waiver (prior educ) | _____ Hours Waived /Needs _____ | _____ Does not qualify |
| 3. Examination Waiver (national) | _____ Nat'l Exam Waived _____   | _____ Does not qualify |

- |                                                              |                                                |                                                            |
|--------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Insufficient documentation          | <input type="checkbox"/> Out of Date           | <input type="checkbox"/> Does not meet Arizona requirement |
| <input type="checkbox"/> Correspondence or distance learning | <input type="checkbox"/> Other/comments: _____ |                                                            |

ADRE Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

- ☐ 1. EDUCATION WAIVER BASED ON LICENSURE IN ANOTHER STATE. I am currently licensed in another state and hereby request a waiver of the prelicense education required for an Arizona real estate salesperson's license. A.R.S. § 32-2124 (B)

ITEM No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
1.A.	List each state(s) in which you are currently licensed as real estate salesperson or broker.		
1.B.	Attach a <b>certified</b> License History from the Real Estate Commission or Department in each state listed in 1.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
1.C.	If the license history you provide does not indicate education required to obtain that license, <b>attach</b> an official transcript or original letter from the real estate school where you attended prelicense courses. The number of credit/clock hours and method of instruction (live, correspondence, or internet/distance learning) must be stated in the letter or on the transcript.		
1.D.	<i>NOTE: If a waiver is granted, <b>you must still complete specified hours</b> of an approved Arizona specific real estate salesperson's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You are required to pass the school's examination on the course before being eligible to take the Arizona license examination.</i>		

- ☐ 2. EDUCATION WAIVER BASED ON EQUIVALENT EDUCATION. I have attended real estate pre-licensure courses in Arizona or another state and hereby request a determination by the Department that my prior education is equivalent to the prelicense education required for an Arizona real estate salesperson's license. A.R.S. § 32-2124 (B)

Item No.#	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
2.A.	List each state(s) in which you are currently licensed as real estate salesperson or broker OR in which you have been licensed any time during the preceding 5 years. If none, write "None" in the space for Response.		
2.B.	Attach a <b>certified</b> License History from the Real Estate Department or Commission in each state listed in your response to Item 2.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
2.C.	Attach an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence, continuing education or distance learning courses for the prelicense education requirement.		
2.D.	Attach your statement if any of the courses were taken more than 10 years before you will file your license application with the Department, explaining why you believe your work experience in a real estate related field, together with your prior education, should be considered equivalent.		
2.E.	<i>NOTE: If a waiver is granted, <b>you must still complete specified hours</b> of an approved Arizona specific real estate salesperson's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You are required to pass the school's examination on the course before being eligible to take the Arizona license examination.</i>		



CANDIDATE NAME: \_\_\_\_\_

- ☐ 3. EXAMINATION WAIVER. I am currently licensed and have taken a national real estate examination that I believe to be similar to the Department's within the preceding 5 years. I hereby request a waiver of the national (general) portion of the examination for real estate salesperson's license. A.R.S. § 32-2124 (J) *The Department CANNOT waive the state portion of the examination.*

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & the Item #)	✓ Check When Done
3.A.	<b>List</b> each state(s) in which you are now licensed as real estate salesperson or broker. If you do not hold a real estate license in another state, you do not qualify for an exam waiver.		
3.B.	<b>List</b> the date you passed the state license examination for the license(s) identified in 3A. If more than five years earlier than the date you apply for an Arizona license, you do not qualify for an exam waiver		
3.C.	<b>If the exam was within the preceding 5 years</b> , identify the state-contracted national testing company that administered your prior license examination.  <b>Note:</b> If the exam was a state-administered real estate exam (including, without limitation, CA, FL, MS, NC, OK, OR, WV, Guam) and was not administered by a national testing provider; if the exam was dissimilar to the Department's exam; or if the exam was more than 5 years before your application for an Arizona real estate license, you will not qualify for this waiver and must take and pass both the state and general (national) portions of the Arizona real estate examination for salesperson's license.		
3.D.	<b>Attach a certified</b> License History from the Real Estate Commission or Department in each state listed in 3.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
3.E.	<b>Attach</b> an original 'duplicate' score report from the test administrator identified in 3C. Contact the testing company listed in 3.C to order a duplicate score report.		

This form is available in alternate formats by contacting the Department's Business Services Office at 602-468-1414, ext. 160.





**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

2910 N. 44 St., Ste 140

Phoenix, AZ 85018

Telephone 602-468-1414 / Facsimile 602-955-6284

400 W. Congress, Ste 523

Tucson, AZ 85701

Telephone 520-628-6940 / Facsimile 520-628-6941

**REQUEST FOR WAIVER -- BROKER**

REAL ESTATE PRELICENSE EDUCATION, NATIONAL LICENSE EXAMINATION,  
OR LICENSED EXPERIENCE

Form No. ED-110-B

**INSTRUCTIONS FOR USING THIS FORM**

The Arizona Department of Real Estate ("Department") accepts live, pre-licensure education courses only, and does not accept continuing education courses for pre-license course credit. To request a waiver of the pre-license education for real estate broker's license, the national portion of the Real Estate Broker's License Examination, or the requirement for licensed experience, complete and submit this form. **Supporting documentation is required**, determined based upon the type of waiver requested, as identified in the checklist for each type of waiver.

Fill in the information requested below and check the applicable box for the type of waiver requested. Provide the documentation listed for the type of waiver(s) requested and **sign** and date the form. If you cannot provide the specified documentation to substantiate your request, do not submit this request as a waiver cannot and will not be granted. **Please allow approximately 3 weeks for processing. Requests are processed in first-come, first-served order.** If more than 3 weeks have passed since you filed this completed form with the Department and you have not been contacted concerning your request, call 602-468-1414, ext. 340.

**CANDIDATE INFORMATION**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Street/Mail Address \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_ Alternate Phone/Email: \_\_\_\_\_

By my signature above I am indicating that my representations herein are true. I understand that if my request is denied, I must meet the statutory requirements for the license desired. I have attached the documentation indicated for the waiver requested: (check all that apply)

- |                                                                           |                                                                         |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> 1. Education Waiver (based on current licensure) | <input type="checkbox"/> 2. Education Waiver (based on prior Education) |
| <input type="checkbox"/> 3. Examination Waiver (national portion)         | <input type="checkbox"/> 4. Licensed Experience                         |

**[Candidates DO NOT WRITE on Page 1 below this line]**

- |                                                              |                                                |                                                            |
|--------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------|
| 1. Education Waiver (licensure)                              | _____ Hours Waived /Needs _____                | _____ Does not qualify                                     |
| 2. Education Waiver (prior educ.)                            | _____ Hours Waived /Needs _____                | _____ Does not qualify                                     |
| 3. Examination Waiver (national)                             | _____ Nat'l Exam Waived                        | _____ Does not qualify                                     |
| 4. Licensed Experience                                       | _____ Number Months Experience                 | _____ Does not qualify                                     |
| <input type="checkbox"/> Insufficient documentation          | <input type="checkbox"/> Out of Date           | <input type="checkbox"/> Does not meet Arizona requirement |
| <input type="checkbox"/> Correspondence or distance learning | <input type="checkbox"/> Other/comments: _____ |                                                            |

Authorized ADRE Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CANDIDATE NAME: \_\_\_\_\_

### LICENSED EXPERIENCE

**ALL BROKER LICENSE CANDIDATES, your licensed experience must be verified by the Department.**

**Submit:**

- Certified license history from each state in which you are currently licensed and from each state in which you have held a license within the preceding 5 years, dated within 90 days of filing your application with the Department; and
- One Employing Broker Verification form (LI-226) from **each** broker who has employed you within the last five-year period, sufficient to substantiate a minimum of three years active, full-time real estate, cemetery or membership camping experience, as applicable. A.R.S. § 32-2124 (A)(1), (2) and (3).

- ☐ 1. **EDUCATION WAIVER based on licensure.** I am currently licensed as a broker in another state and hereby request a waiver of the prelicense education required for an Arizona real estate broker's license. A.R.S. § 32-2124 (C)

ITEM No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
1.A.	List each state(s) in which you are now licensed as real estate broker.		
1.B.	Attach a <b>certified</b> License History from the Real Estate Commission or Department in each state listed in your response to Item 1.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
1.C.	If the License History referenced in 1B does not indicate the course hours and method of instruction (live, internet/distance learning, or correspondence) of real estate classes you were required to take to be licensed, <b>attach</b> an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence courses, continuing education courses or distance learning courses for the prelicense education requirement.		
1.D.	<i>NOTE: If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate broker's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE- approved real estate school, community college or university. You must pass the school's examination on the course before being eligible to take the Arizona license examination.</i>		

- ☐ 2. **EDUCATION WAIVER based on prior education.** I have attended real estate broker pre-licensure courses in another state and hereby request a determination by the Department that my prior education is equivalent to the prelicense education required for an Arizona real estate broker's license. A.R.S. § 32-2124 (C)

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	√ Check When Done
2.A.	List each state(s) in which you are currently licensed as real estate broker OR in which you have been licensed any time during the preceding 5 years. If none, write "None" in the Response box to the right.		
2.B.	Attach a <b>certified</b> License History from the Real Estate Commission or Department in each state you listed in your response to Item 2.A. To be considered, a License History must be dated within 90 days before filing it with this request.		



CANDIDATE NAME: \_\_\_\_\_

<b>2.C.</b>	<b>Attach</b> an official school transcript for prelicense real estate courses you have taken. Only live, classroom instruction will apply. The Department does not recognize or accept correspondence, continuing education or distance learning courses for the prelicense education requirement.	
<b>2.D.</b>	If any of the courses you wish to have considered were taken more than 10 years before you will file your license application with the Department, <b>attach</b> a statement explaining why you believe your work experience in a real estate related field, together with your prior education, should be considered equivalent. If, in the Commissioner's sole discretion, your explanation is not satisfactory, the waiver will not be granted.	
<b>2.E.</b>	<b>NOTE:</b> <i>If a waiver is granted, you must still complete specified hours of an approved Arizona specific real estate broker's prelicense course. The education required will be no less than 27 credit hours, and may be more, at an ADRE-approved real estate school, community college or university. You must pass the school's examination on the course before being eligible to take the Arizona license examination.</i>	

- ☐ **3. EXAMINATION WAIVER.** I am currently licensed as a real estate broker and have taken a national real estate examination that I believe to be similar to the Department's within the preceding 5 years. I hereby request a waiver of the national (general) portion of the examination for real estate broker's license. The Department CANNOT waive the state portion of the examination. A.R.S. § 32-2124 (J)

Item No.	ITEM DESCRIPTION	RESPONSE (Answer below or attach a sheet with your name & Item #)	✓ Check When Done
<b>3.A.</b>	<b>List</b> each state(s) in which you are currently licensed as real estate broker. If you do not hold a real estate broker's license in another state, you do not qualify for an exam waiver.		
<b>3.B.</b>	<b>When</b> did you pass the state license examination for the license(s) identified in 3A? If more than five years before the date you apply for an Arizona license, you do not qualify for an exam waiver.		
<b>3.C.</b>	If the exam was within the preceding 5 years, <b>identify</b> the state-contracted national testing company that administered your prior license examination.  <b>Note:</b> If the exam was a state-administered real estate exam (including, without limitation, CA, FL, MS, NC, OK, OR, WV, Guam) and was not administered by a national testing provider; if the exam was dissimilar to the Department's exam; or if the exam was more than 5 years before your application for an Arizona real estate license, you will not qualify for this waiver and must pass both the state and general (national) portions of the Arizona real estate examination for broker's license.		
<b>3.D.</b>	Attach a <b>certified</b> License History from the Real Estate Commission or Department in each state listed in 3.A. To be considered, a License History must be dated within 90 days before filing it with this request.		
<b>3.E.</b>	<b>Attach</b> an original 'duplicate' score report from the test administrator identified in 3C. Contact the testing company listed in 3.C to order a duplicate score report.		

CANDIDATE NAME: \_\_\_\_\_

- ☐ **4. SUBSTITUTE FOR LICENSED EXPERIENCE.** I am not licensed and not required to be licensed to perform the activities described on the attached statement. I believe I have active experience in real estate to substitute for the licensed experience required of broker license applicants. A.R.S. § 32-2124 (A)(7)

<b>Item No.</b>	<b>ITEM DESCRIPTION</b>	<b>RESPONSE</b> (Attach a sheet and identify your name & Item #)	<b>✓ Check When Done</b>
<b>4.A.</b>	<b>Attach</b> a signed statement describing in detail the activities you performed which you believe substitute for the licensed experience.		
<b>4.B.</b>	<b>Identify</b> the starting date and ending date for each position. Include the name, title, address, and telephone number of a person or persons who can corroborate your representations.		
<b>4.C.</b>	<b>State</b> the approximate number of hours per week you performed the activities.		
<b>4.D.</b>	If your activities were exempt from licensure, <b>attach</b> a copy of the statute or rule providing the exemption. If licensure was required and you were not licensed, your experience will not be considered.		
<b>4.E.</b>	<b>Attach</b> copies of contracts for transactions you were directly related in which will substantiate your representations.		

This form is available in alternate formats by contacting the Department's Business Services Office at 602-468-1414, ext. 160.



## STATE OF ARIZONA DEPARTMENT OF REAL ESTATE

2910 N 44th St., Ste 140, Phoenix, AZ 85018      www.azre.gov      400 W Congress, Ste 523, Tucson, AZ 85701  
Telephone 602-468-1414 / Facsimile 602-955-6284      Telephone 520-628-6940 / Facsimile 520-628-6941

This form is available in alternate formats by contacting the Department's Business Services Office, 602-468-1414, ext. 160.

### INSTRUCTIONS AND CHECKLIST

## BROKER CANDIDATE EXPERIENCE VERIFICATION, FORM LI-226

### Licensed Experience is Required

Candidates for an Arizona real estate, cemetery, or membership camping broker's license must have ACTUAL EXPERIENCE as a real estate salesperson. The law requires a minimum of three years actual experience within the five-year period preceding the candidate's application. The Arizona Department of Real Estate ("Department") interprets the actual experience requirement to mean just-that--actual experience performing the duties for which a salesperson or broker's license is required. *The mere holding of a license will not meet this requirement.*

In order to demonstrate that the candidate meets this actual experience requirement, the Department requires each of the candidate's prior designated or principal broker, as applicable, to verify that the person was engaged in real estate activities AND whether the person did so on a full-time or less than full-time basis. Actual experience is determined based on the average number of hours per month the applicant worked in the real estate, cemetery, or membership camping business.

If the candidate has three full years of actual, licensed experience, gained working full-time in real estate, then demonstration of additional experience will not be required. However, if the candidate worked part-time, or started and stopped for various brokers, then more experience than the minimum of three years will be required before the Department will deem the candidate to meet A.R.S. § 32-2124.

The Department will not look at experience that is more than five years old. If a candidate has real estate licensed experience but for the last three or four years (or more) has not been engaged in real estate, the candidate will not qualify to apply for a broker's license. Instead, the candidate must attain the experience as a real estate, cemetery, or membership camping salesperson (as applicable) before being eligible to seek a broker's license.

If the candidate's experience was not licensed experience, the candidate must request and be granted a waiver before being eligible. See Request for Waiver - Broker, form ED-110-B.

### Instructions

Submit this completed form to the Department, which will determine your eligibility to take the state examination. If your licensed experience is in another state, include a certified license history from the real estate regulatory agency there. The Department will return the completed and approved form to you by U.S. Mail. You must furnish the information in the box at the bottom of the Department-verified form when you call Thomson Prometric's Call Center at (800) 899-4091 to schedule your examination. ***You must take the approved form with you when you take the examination.***

### Checklist

- ☐ If your licensed experience during the preceding five years was in Arizona, you do not need to request a license history from the Department. Otherwise, obtain and submit a license certification / history from each state in which you are licensed or have been licensed during the preceding five years.
- ☐ Make as many copies as you need, fill in your name and contact information and send one to each broker for whom you worked in the past five years. The broker is to complete and sign the form and return it to **you**.
- ☐ NOTE: Original signatures (yours and your current or former brokers') are required.
- ☐ Submit the LI-226 form(s) to the Department with your license certification(s) **all together at one time**.
- ☐ The Department will determine your eligibility to take the state examination. Allow a *minimum* of three weeks for the Department to review your form(s) and determine your eligibility

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Broker Verification - Instructions and Checklist, ADRE Form No. LI-226 rev 07102006



**STATE OF ARIZONA  
DEPARTMENT OF REAL ESTATE**

2910 N 44th St., Ste 140, Phoenix, AZ 85018      www.azre.gov      400 W Congress, Ste 523, Tucson, AZ 85701  
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**BROKER CANDIDATE EXPERIENCE VERIFICATION, FORM LI-226**

**Please review Instructions and Checklist BEFORE submitting this form.** Providing false or misleading information to the Commissioner is grounds for denial, suspension or revocation of licensure under A.R.S. § 32-2153(B)(1).

**CANDIDATE INFORMATION - TYPE OR PRINT LEGIBLY**

Print Name			
Mailing Address			
City/State/ZIP			
Daytime Phone:		Alt Phone or Email	
Original Signature Required		Date	

By my signature I affirm that my representations herein are true and I have the actual experience stated.

***Employer Name:*** \_\_\_\_\_

<b><i>Occupation/Title at/for this Employer:</i></b> <b><i>(attach additional sheets as necessary)</i></b>	<b><i>Avg. No. of Hours</i></b> <b><i>Worked per <u>Month</u></i></b>	<b><i>Beginning</i></b> <b><i>Date</i></b>	<b><i>Ending</i></b> <b><i>Date</i></b>
_____	_____	_____	_____
_____	_____	_____	_____

**EMPLOYER INFORMATION - TO BE COMPLETED BY BROKER - TYPE OR PRINT LEGIBLY**

**Licensed Experience is Required.** The candidate named above seeks to qualify for a broker's license in Arizona and must demonstrate "actual experience." If the candidate performed services on behalf of your brokerage that require a real estate, cemetery, or membership camping license (as applicable), please complete the broker portion of this form below and return it to the candidate. If you wish to provide additional information, check the box below and attach it to this form.

I affirm by my signature below that I am the Designated (Principal) Broker named below for the brokerage named below and that I/the brokerage employed the Candidate named above within the past five years. To the best of my knowledge and belief, the Candidate engaged in activities for which a (check one) ☐ Real Estate ☐ Cemetery ☐ Membership Camping license was required during the stated period. ☐ Additional statement is attached.

Name of Designated Broker:			
Brokerage Legal or DBA Name			
Business Address			
City/State/ZIP			
Daytime Phone:		Alt Phone or Email	
Signature of Broker <b>Original Signature Required</b>		Date	

<b>[For Department use only]</b>	
Experience Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	Experience Valid Thru: _____ "Valid Thru" Date
Authorized Employee Initials: _____	Date: _____

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Broker Verification - ADRE Form No. LI-226 rev 07102006



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400 W Congress, Ste 523, Tucson, AZ 85701  
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Persons with disabilities who need this document in an alternative format should contact Business Services at 602.468.1414, ext. 101, or IADA@re.state.az.us to make their needs known.

### ORIGINAL LICENSE APPLICATION FORM

## QUESTIONS & CERTIFICATION OF ANSWERS

### FORM LI-214

The Arizona Department of Real Estate ("Department") requires you to provide information to determine your qualifications and suitability to hold an Arizona Real Estate License, a Cemetery License, or a Membership Camping License, under Arizona Revised Statutes, Title 32, Chapter 20, and Title 4, Chapter 28, of the Arizona Administrative Code. (1)

You must answer these questions and submit this completed form to the Department with your Application for License. If you do not answer **EVERY** question, your Application will be considered incomplete and it will be returned to you unprocessed.

*Under A.R.S. § 32-2108.01, the Department is required to fingerprint any natural person applying for a license and, when the applicant is an entity, any person exercising control of the entity who has not previously submitted a fingerprint card to the Department. The term "license" means the whole or part of any agency permit, certificate, approval, registration, public report, charter or similar form of permission required from the Department.*

Be certain you understand the questions and that your answers are correct. Failure to answer these questions truthfully may result in disciplinary action including, but not limited to, suspension or revocation. (2) In addition, you may be subject to a civil penalty. (3)

If you answer "yes" to any question numbered 1-14, please provide a signed, detailed statement describing the facts and circumstances, including the date, time and location of the incident or event. You must also provide the documents identified on the Document Checklist, Arizona Department of Real Estate Form #LI-400, available from the Department offices or on its web page: [www.azre.gov](http://www.azre.gov) for the type of incident, offense, crime, judgment, or other action. You may include exculpatory or mitigating information, any evidence of rehabilitation, and any appropriate statement of remorse and acceptance of responsibility for the prior conduct.

1. In the past 10 years, have you had a professional or occupational license or registration of any kind denied, suspended, restricted or revoked? ☐ Yes ☐ No
2. In the past 10 years, have you had an administrative order or any other disciplinary action taken against any license issued to you by any local, state, or federal regulatory agency? ☐ Yes ☐ No
3. In the past 10 years, have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding? ☐ Yes ☐ No
4. In the past 10 years, have you entered into any consent decree, or had an injunction (either temporary or permanent), a suspension, an order or a judgment issued which prohibited or restricted you from engaging in any profession or occupation? ☐ Yes ☐ No
5. In the past 10 years, have you had any judgment or order entered against you by any court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude? ☐ Yes ☐ No
6. In the past 10 years, have you had any judgment or order entered against you by any court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals or membership campgrounds? ☐ Yes ☐ No
7. In the past 10 years, have you had any Subdivision Public Report or Registration to Sell real estate, timeshares, cemetery lots, or campground memberships denied or suspended? ☐ Yes ☐ No
8. Has any real estate recovery fund, or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party? ☐ Yes ☐ No
9. Are there any disciplinary hearings, or other administrative actions pending against ANY professional or occupational licenses you hold in Arizona or in any other state? ☐ Yes ☐ No

10. Have you **ever** held ownership interest of ten percent or more or exercised control in any business, corporation, partnership or limited liability company that would have to answer "Yes" to questions #1 through #9? ☐ Yes ☐ No  
If your answer is "Yes," list all of these business and your affiliation with each of them on a separate page and identify which question(s) would require a "yes" answer.

***If you answered "Yes" to any Question #1 through #10, submit a current, certified license history from the licensing agency of each state in which you or the business(es) you identified in response to Question #10, is (are) now licensed or in which you or the business(es) were licensed at any time during the past five years.***

**IMPORTANT NOTE: Please read this carefully**

You must disclose a conviction even if it was a result of a plea agreement or a plea of *nolo contendere* (no contest). You must disclose all convictions whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction against you was dismissed or expunged, or if you have been pardoned.

11. Have you ever been convicted of any **felony** in Arizona or any other state? ☐ Yes ☐ No
12. In the past 10 years, have you been convicted of any **misdemeanor** in Arizona or any other state? ☐ Yes ☐ No  
***Note: You do not need to report minor traffic citations, which do not constitute a misdemeanor or felony offense. Conviction of D.U.I. is not a minor traffic citation and must be reported.***
13. Are you currently in a deferred period or a diversion program, having been convicted of a Class 6 undesignated offense which has not yet been designated as a felony or misdemeanor to date of this application? ☐ Yes ☐ No
14. Are you currently incarcerated, paroled, or on probation because of any conviction? ☐ Yes ☐ No

\* \* \* \* \*

- A. Have you (as a natural person, a professional corporation, or professional limited liability company, owner of ten percent or more greater interest, or person exercising control in any business, corporation, partnership, or limited liability company) **ever** held or applied for a license of any kind issued by the Department? ☐ Yes ☐ No  
If the answer is "Yes," list on a separate page the name under which the license was licensed, the type of license, and the year in which you applied for or were issued that license.
- B. In the past five (5) years, have you been licensed as a salesperson or broker in any state **other than** Arizona? ☐ Yes ☐ No  
If the answer is "Yes," submit on a separate page a list of the state(s) in which you are licensed or in which you have been licensed at any time during the past five years.

**CERTIFICATION OF ANSWERS**

I certify under penalty of perjury, under the laws of the State of Arizona, that the foregoing answers and statements given in this application and any statement that I have attached are true and correct. I certify that at the time of the issuance of license I will be 18 years of age or older. I certify that, if licensed, I will not violate any provisions of the Real Estate Law nor abuse the privileges of a license.

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Upon approval of the application, a certification of licensure will be issued and mailed to your employing broker if you are actively licensed. The Department does not issue certificates of licensure to inactive status licensees.

(1) A.R.S. §§ 32-2123 (B)(4), (5) & (6); 32-2108 and A.A.C. R4-28-301; (2) A.R.S. § 32-2153 (B)(1); and  
(3) A.R.S. § 32-2160.01.

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## Exam Registration Form for Arizona Real Estate Examinations

Last Name	First Name	Middle Name	ID Number (SSN)
Residence Address (Your address of legal residence is required)			
City	State	ZIP Code	
Employer		Date of Birth	
Daytime Phone Number (including area code)	Evening Phone Number (including area code)	Fax Number (including area code)	

Arizona real estate, cemetery or membership camping license candidates may opt to receive their fingerprint card from Thomson Prometric at an Arizona testing center. You may request this fingerprinting service for an additional fee of \$10 when registering for and scheduling your exam, or you may elect to have your fingerprints taken by Thomson Prometric at a different time than your exam for an additional fee of \$17 using a MasterCard or Visa only. Other fingerprinting services may be available from other sources, but prints must be on an ADRE-authorized fingerprint card.

This form is Page 29 of the AZ Candidate Information Bulletin. Have you read the entire Bulletin? ☐ Yes ☐ No

### Choose ONE for each exam

Exam Title	Combined	State	General	Exam Fee	Total
Real Estate Salesperson				\$90	\$
Real Estate Broker				\$115	\$
Membership Camping Salesperson				\$90	\$
Membership Camping Broker				\$115	\$
Cemetery Salesperson				\$90	\$
Cemetery Broker				\$115	\$
Duplicate Score Report (optional) \$10 if requested within the first year of exam; \$25 after one year				\$10 or \$25	
Certificate of Achievement (optional)				\$15	
By filing this registration, you assume full responsibility for exam selection. Fees for these exams are not refundable and not transferable. If you are unsure which exam is needed for the license you are seeking, resolve this question <b>before</b> you register. Exam fees are valid for 90 days from receipt at Thomson Prometric.				<b>Total Fee</b>	<b>\$</b>

Fee may be paid by cashier's check, company check, money order, MasterCard or Visa. Make checks payable to Thomson Prometric. Please put your Social Security number on the check. **Personal checks and cash are not accepted. Registration fees are not refundable.** Testing fees are determined by the State of Arizona and are subject to contractual change without notice. To pay by credit card, please complete the information below. To express register, visit our Web site at [www.prometric.com/arizona](http://www.prometric.com/arizona), call 800.899.4091 or fax this completed form to 800.347.9242. To register by mail, send this completed form along with the appropriate fee to:

**Thomson Prometric  
ATTN: AZ Real Estate Exam Registration  
1260 Energy Lane  
St. Paul, MN 55108**

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder



1260 Energy Lane  
St. Paul, MN 55108  
800.899.4091

***Register online at [www.prometric.com/arizona](http://www.prometric.com/arizona)***



**Register any time, day or night!**

You can register, schedule, and pay for your exam online in a secure environment, at your convenience.



**Confirm your appointment immediately!**

Your appointment is confirmed before you leave our Web site.

***Register online—it saves time and it's easy!***

**See Page 5 for details.**

**FIRST  
CLASS  
MAIL**